

Management Commitment to Workplace Security

We have established the following policy to ensure compliance with our rules on workplace security.

_____ (Agency name) is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace. It includes:

- ☐ Informing employees, supervisors and managers about our Workplace Violence Prevention Program.
- ☐ Evaluating the performance of all employees in complying with our establishment's workplace security measures.
- ☐ Recognizing employees who perform work practices, which promote security in the workplace.
- ☐ Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- ☐ Disciplining employees for failure to comply with workplace security practices.
- ☐ The following practices that ensure employee compliance with workplace security directives, policies and procedures. (Insert list specific to your worksite).

At _____ (Agency name), we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. _____ (Agency name) has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- ☐ New employee orientation on our establishment's workplace security policies, procedures and work practices.
- ☐ Periodic review of our Workplace Violence Prevention Program with all personnel.
- ☐ Training programs designed to address specific aspects of workplace security policies, procedures and work practices.
- ☐ Regularly scheduled safety meetings with all personnel that include workplace security discussions.

- ☐ A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- ☐ Posted or distributed workplace security information.
- ☐ A system for employees to inform management about workplace security hazards or threats of violence.
- ☐ Procedures for protecting employees who report threats from retaliation by the person making the threats.
- ☐ Our establishment has fewer than ten employees and communicates with and instructs employees orally about general safe work practices with respect to workplace security.
- ☐ Other: _____.